



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Wayne J. Franklin, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember
Mardi Turner, Councilmember

STAFF

M. Christopher Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a regular and special meeting of the City Council of West University Place to be held on Monday, April 23, 2018 beginning at 6:00 p.m. in the Municipal Building Council Chambers located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

SPECIAL MEETING (6:00 p.m.)

Call to Order

Agenda items are as follows:

1. Citywide Drainage and Buffalo Speedway Drainage Update

Matters related to a presentation on preliminary findings regarding the City's drainage system and receiving feedback to finalize report. *Recommended Action: Discuss findings and take any desired action. Mr. Dave Beach, Assistant City Manager/Public Works Director*

REGULAR MEETING (6:30 p.m.)

Call to Order

Pledge of Allegiance

Matters related to the notice of this meeting

2. Older Americans Month Proclamation

Matters related to a proclamation proclaiming May 2018 as Older Americans and Volunteers Month. *Recommended Action: Proclaim May 2018 as Older Americans and Volunteers month in the City of West University Place. Ms. Toby Brooks, Senior Services Manager* [see Proclamation]

3. Urban Forester Report

Matters related to a report from the Urban Forester. *Recommended Action: Receive report from Urban Forester and take any desired action. Mr. Craig Koehl, Urban Forester* [see Agenda Item 3]

4. Statement from Councilmember Kellye Burke

5. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

6. Ordinance Increasing Water Rates

Matters related to approval of an ordinance increasing wastewater rates as recommended by the City's consultant on the first of two readings. *Recommended Action: Approve ordinance increasing water rates as recommended by the City's consultants on the first of two readings.* **Ms. Marie Kalka, Finance Director** [see Agenda Memo 6]

7. Charter Review Committee (Possible Executive Session)

Matters related to discussing the Charter Review Committee and possibly appointing members. *Recommended Action: Discuss and take any desired action.* **Mr. M. Chris Peifer, City Manager** [see Agenda Memo 7]

Council reserves the right to convene in a closed session pursuant to Chapter 551 of the Texas Government Code for reasons related to Section 551.074 (personnel matters).

8. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Action Minutes of March 26, 2018. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary** [see Action Minutes]

B. Safe Digging Month

Matters related to proclaiming April 2018 as Safe Digging Month in the City of West University Place. *Recommended Action: Proclaim April 2018 as Safe Digging Month in the City of West University Place.* **Mr. Chris Peifer, City Manager** [see Proclamation]

C. Quarterly Investment Report

Matters related to the City's 2018 First Quarter Investment Report. *Recommended Action: Receive Report.* **Ms. Marie Kalka, Finance Director** [see Agenda Memo 8C]

D. Harris Computer Systems Annual Software Maintenance and Support

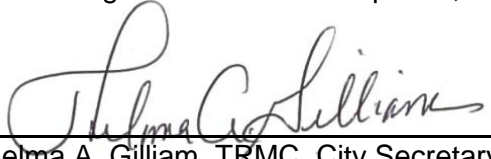
Matters related to the renewal of an annual agreement with Harris Computer Systems for software maintenance and support services. *Recommended Action: Approve renewal with Harris Computer Systems for software maintenance and support services.* **Mr. Gary McFarland, IT Director** [see Agenda Memo 8D]

9. Adjourn

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on April 23, 2018 was posted on the Municipal Building bulletin board on April 20, 2018 at approximately 2:00 o'clock p.m.

(SEAL)



Thelma A. Gilliam, TRMC, City Secretary

City of West University Place

Proclamation

Older Americans and Volunteer Month – May 2018

WHEREAS, it is appropriate to honor our mature citizens for their many contributions to the vitality and strength of our community; and

WHEREAS, senior citizens provide an excellent example of responsible citizenship for future generations through their loyalty and dedication to the community; and

WHEREAS, through their experience and wisdom of a lifetime of hard work and dedication, our community's older residents are the sum and substance of much that has made America great; and

WHEREAS, we owe older citizens our thanks and heartfelt salute, which can be demonstrated by ensuring our community is a good place in which to mature and grow older- a place where citizens can participate to the fullest and find encouragement, acceptance and assistance; and

WHEREAS, through the support and advocacy of the West U Seniors Board and West U Good Neighbor Team, West U senior citizens are able to participate to the fullest in City activities and can find encouragement, acceptance, assistance, and services they need to continue to lead lives of independence and dignity; and

WHEREAS, the entire community can effect positive change with any volunteer action no matter how big or small; and

WHEREAS, volunteers are increasingly recognized as important partners with government and industry in providing services to citizens; and

WHEREAS, volunteering efforts offer everyone, young and old, the opportunity to participate in the life of their community and link their talents and resources to address some of the major issues in our community; and

NOW, THEREFORE, BE IT RESOLVED THAT, I, Susan Sample, Mayor of the City of West University Place, do hereby proclaim the month of May 2018 as Volunteer and Older American's Month in the City of West University Place, and I urge all citizens to celebrate this month and to support the efforts of the Senior Services Board, Good Neighbor Team, Friends of West University Place Parks, Parks and Recreation Board and other volunteer Boards and organizations that serve the greater good of the West University Place community. And I encourage all citizens to join me in recognizing the value of older citizens in our community.

Susan Sample, Mayor

Thelma Lenz, City Secretary

Date

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	April 23, 2018	AGENDA ITEM:	3
DATE SUBMITTED:	April 19, 2018	DEPARTMENT:	Public Works
PREPARED BY:	Debbie Scarcella, City Planner	PRESENTER:	Dave Beach, Assist. City Mgr. / PW Dir. Craig Koehl, Urban Forester
SUBJECT:	Tree Preservation Presentation		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

As requested by the City Council, the City's Urban Forester, Craig Koehl, is presenting a report regarding the City's Tree Preservation Program and Practices.

RECOMMENDATION

No action is necessary for this item.

Chapter 82- Urban Forest Preservation and Enhancement

April 23, 2018

Urban Forestry Best Management Practices

- Preserve/Protect large existing trees and regularly plant new trees.
- Promote species diversity to minimize insect or disease epidemic.
- Promote species native to or adapted to City's environment with growth structure and habits that allow for healthy long-term growth.
- Promote appropriate species for specific grow spaces.

How does City of West University Place Apply Best Management Practices?

- Chapter 70 assigns establishment and maintenance of landscape in street right of way to abutting property owner. City does not establish or maintain trees in right of way.
- Best Management Practices are triggered and applied by tree removal applications and building permit applications-requirements of Chapter 82.

Requirements of Chapter 82 that Apply Best Management Practices.

- Healthy existing large trees are required to be protected with application for building permits.
- Healthy trees permitted for removal must be replaced with new trees or credit purchased in Tree Trust.
- Replacement trees must be selected from Qualified Tree list-native/adapted trees to City.
- Not more than 30% of required replacement may be from same species.
- Each replacement tree must be planted in minimum grow space of 200 sq. ft. With no large trees planted beneath overhead powerlines.

Building Permit Process Triggers most Compliance Requirements of Chapter 82

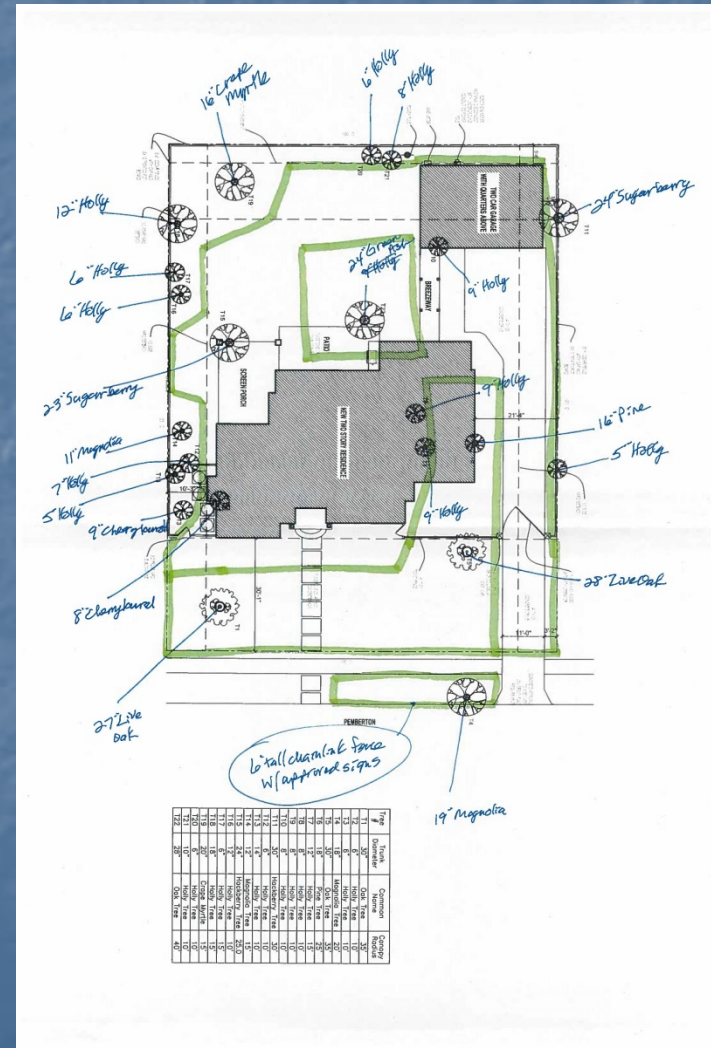
- Tree Disposition required with building permits:
 - New Home, Garage or structure construction
 - Home or structure – exterior remodel or major interior remodel
 - Demolition of existing structure
 - Construction or remodel of pool
- Low Impact Exception required with minor building permits
 - Install or repair existing irrigation or yard drains
 - Construct new or replace existing walk or driveway
 - Minor interior remodel
- Application for Tree Removal
 - Removal of tree not associated with building permit

- Applicant submits site plan with proposed construction indicating trees they propose to protect and trees they propose to remove.



Tree Disposition with Building Permit Process: City Review and Approval

- City Forester Reviews Applicants Site Plan for Compliance with Chapter 82.
- Ensure at least 70% of Critical Root Zone of preserved trees protected.
- Determine required replacement plantings, Minimum Planting Standard and Tree Protection Fencing.



Tree Disposition with Building Permit Process: Tree Protection Fence Inspection

- Applicant installs required Tree Protection Fencing and Protection Measures.
- City Forester Inspects installed Protection measures prior to City issuing building permit.



Tree Disposition with Building Permit Process: Compliance Monitoring and Final Inspection

- City Forester and Code Enforcement monitor site during construction for compliance with Tree Disposition requirements.
- City Forester does Final Inspection of Protected trees and replacement trees prior to issuance of Certificate of Occupancy.



Low Impact Exception Tree Disposition Process

- Applicant submits site plan with proposed irrigation, drainage, sidewalk, drive, or interior remodel.
- Proposed site plan may not impact existing large trees to qualify for the Low Impact Exception.
- City Forester visits site to review proposed construction and ensure no tree impacts will occur.
- City Forester includes tree protection requirements on Low Impact as condition of building permit:
 - i.e. – Hand digging without cutting roots, or restricting construction operations to existing driveway
- City Forester completes final inspection at conclusion of construction to ensure trees have not been damaged.

Application for Tree Removal Process

- Applicant submits Application for Tree Removal identifying tree type, location and condition
- City Forester visits site to evaluate tree and determines:
 - Is a permit required – is tree protected by Chapter 82?
 - Are replacement plantings required – no fee for permit and no replacement required if tree is dead, dying, structurally compromised, or is structurally impacting a residential structure.
 - Evaluates and determines number of replacement inches if required.
- City Forester visits site after replacement trees are planted to inspect compliance with permit requirements.

Tree Trust Planting Program

- City will plant a tree for any resident who request a tree and has appropriate grow space. Species available promote species diversity plantings.
- Recent council change to allow tree trust planting in front and side yards increased planting opportunities and will reduce future tree and infrastructure conflicts.
- City Forester and Public Works General Services review application sites to ensure planting does not interfere with public/traffic safety.

Questions?



AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	April 23, 2018	AGENDA ITEM:	6
DATE SUBMITTED:	April 16, 2018	DEPARTMENT:	Finance
PREPARED BY:	Marie Kalka, Finance Director	PRESENTER:	Marie Kalka, Finance Director
SUBJECT:	Wastewater Rate Increases		
ATTACHMENTS:	Ordinance with Appendix A – Rate Table Changes		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

As recommended by our consultant, NewGen Strategies & Solutions, in their report issued and approved by City Council in August 2017, the City will adopt wastewater rate increases effective July 1, 2018. These rate increases are needed in order to generate enough revenue to cover operating costs, to continue West U's philosophy to "pay-as-you-go" for capital improvements and reestablish the Capital Reserve Fund at nearly \$1M by the end of 2021 for any unexpected needs in future years while still maintaining the Operating Reserve at 10% of estimated annual revenues. For a customer that uses 10,000 gallons of water and wastewater per month they will see a \$6.75 increase per month.

See below Wastewater Rate Increase and Customer Impact schedule:

City of West University Place			
Wastewater Rate Increase and Customer Impact			
	Current Rate	Increase	Proposed Rate
Base monthly charges:			
Meters serving residential-only premises	\$ 7.25	\$ 1.75	\$ 9.00
Meters serving any other premises	\$ 21.57	\$ -	\$ 21.57
Gallonge charges (per 1,000 gallons):			
Residential-only premises	\$ 3.50	\$ 0.50	\$ 4.00
Any other premises	\$ 3.50	\$ 0.50	\$ 4.00
Customer Impact:			
Residential customer using average 10,000 gallons per month	\$ 42.25	\$ 6.75	\$ 49.00

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

RECOMMENDATION

Staff recommends adoption of an ordinance on the first of two readings, increasing wastewater rates as recommended by our consultant, NewGen Strategies & Solutions effective July 1, 2018.

ORDINANCE NO. XXXX

AN ORDINANCE RELATING TO WASTEWATER RATES; AMENDING THE FEE SCHEDULE OF THE CODE OF ORDINANCES OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS; AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE:

Section 1. Chapter 86, Utilities, of the Fees & Charges Schedule of the Code of Ordinances of the City of West University Place, Texas is hereby amended to read in its entirety as set out in Appendix A, which is attached and made a part of this ordinance.

Section 2. This Ordinance applies from and after the Effective Date. New or changed water rates and charges shall apply to each billing period beginning on or after the Effective Date. For prior billing periods, the fees and charges in effect immediately before the Effective Date ("Prior Fees") shall govern. The Prior Fees are continued in effect for this purpose.

Section 3. All ordinances and parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict only.

Section 4. If any word, phrase, clause, sentence, paragraph, section or other part of this Ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this Ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this Ordinance to any other persons or circumstances, shall be affected thereby.

Section 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this Ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 6. This Ordinance shall take effect on July 1, 2018 ("Effective Date").

PASSED, APPROVED and ADOPTED on first reading on _____.

PASSED, APPROVED and ADOPTED on second reading AND SIGNED on _____.

Attest: _____
City Secretary

Signed: _____
Mayor

Recommended: _____
City Manager

Reviewed: _____
City Attorney

Appendix A

CHAPTER 86 UTILITIES

F.020 Water And Sewer Service

TABLE INSET:

New service connect	\$50.00	Each time service is established
Delinquent cutoff fee	\$50.00	Fee per meter for accounts that are subject to disconnection due to past due status of the bill. The fee is charged on these accounts regardless if the service is disconnected or not.
After hours delinquent reconnect fee	\$60.00	Reconnect service after 4 p.m. or before 8 a.m.
Deposit	\$200.00	Maximum for residential accounts
	\$500.00	Maximum for non-residential accounts
Return check (or ACH) charge	\$35.00	(see "Administration")
<i>Periodic Charges:</i>		
The total charge per month for each customer is the sum of the applicable base monthly charges (for both water and sewer), for each meter, plus the charges for gallons (for both water and sewer) delivered through each meter, all calculated separately for each meter according to the schedules set out below.		
<i>Notes:</i>		
(1) "Residential-only premises" refers to premises that are used only for residential purposes.		
(2) "Water-only meters" refers to meters that serve only irrigation systems and other fixtures from which there is no return flow into the sanitary sewer system; "regular meters" refers to all other meters.		

Water Rates

Base monthly charges:	
<i>Meters serving residential-only premises:</i>	
5/8" or 3/4" meter:	\$10.89
1" meter	\$24.34
1 1/2" meter	\$46.39
<i>Meters serving any other premises:</i>	
5/8" or 3/4" meter	\$31.94
1" meter	\$44.98
1 1/2" meter	\$66.55
2" meter	\$202.79
3" meter	\$544.52
Gallonage charges (per 1,000 gallons):	
<i>Regular meters:</i>	
First 3,000 gallons (0 to 3,000)	\$4.30
Next 6,000 gallons (3,001 to 9,000)	\$5.23
Next 6,000 gallons (9,001 to 15,000)	\$6.22
Each 1,000 gallons thereafter (over 15,000)	\$7.41
<i>Water-only meters:</i>	
First 7,500 gallons	\$5.78
Each 1,000 gallons thereafter (over 7,500)	\$7.41

Sewer Rates

Base monthly charges:	
Meters serving residential-only premises	\$7.25 <u>9.00</u>
Meters serving any other premises	\$21.57
Gallonage charges (per 1,000 gallons)	
Residential-only premises	\$3.50 <u>4.00</u>
Any other premises	\$3.50 <u>4.00</u>

Water Meter Replacement Charges

Replace damaged ¾" water meter	\$300.00
Replace damaged 1" water meter	\$400.00
Replace damaged 1 ½" water meter	\$1,400.00
Replace damaged 2" water meter	\$1,600.00

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	April 23, 2018	AGENDA ITEM:	7
DATE SUBMITTED:	April 20, 2018	DEPARTMENT:	City Administration
PREPARED BY:	M. C. Peifer, City Manager	PRESENTER:	M. Christopher Peifer, City Manager
SUBJECT:	Discussion on Charter Review Committee		
ATTACHMENTS:	N/A		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The Charter for the City of West University Place, Article X. – General Provisions, Section 10. 13 – Charter Review; states that:

“In 1988, and every six years thereafter, the Council shall appoint, at its first regular meeting in June (June 11th this year), a Charter Review Committee of seven residents of the City. The term of office of the Charter Review Committee shall be six months unless extended by the Council.”

As 2018 is a Charter Review year we wanted to take this opportunity to discuss the following powers and the term of this ad hoc committee to be appointed by City Council.

“Powers and Duties of Charter Review Committee are:

- (1) Inquire into the operations of the City government and review the Charter to determine whether the Charter needs revision. Public hearings may be held and the Committee shall have the power to compel the attendance of City officers or employees and to require the submission of City records necessary to the inquiry and review.
- (2) Propose to Council recommendations if necessary to insure that the City government and its operations comply with this Charter.
- (3) Propose to Council recommendations if necessary to improve the effectiveness of this Charter.
- (4) Make a written report of its findings and recommendations to Council.
- (5) Present to Council proposed Charter amendments if any are considered necessary.
- (6) Meet at least once every two months during its term.”

RECOMMENDATION

Staff recommends that City Council discuss these matters to include appointing members to this committee should they so elect.



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Wayne J. Franklin, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember
Mardi Turner, Councilmember

STAFF

M. Chris Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

DRAFT

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in special regular session on **Monday, April 9, 2018**, in the Municipal Building, 3800 University, West University Place, Texas beginning at approximately **6:15 p.m.**

SPECIAL MEETING (6:15 p.m.)

Special Meeting Agenda was as follows:

Called Meeting to Order

Mayor Sample called the special meeting to order at approximately 6:15 p.m. in the Council Chambers. Council and Staff in attendance were: Mayor Pro Tem Franklin, Councilmembers, Higley, and Turner, City Manager Peifer, City Attorney Petrov, City Secretary Gilliam, Assistant City Manager/Public Works Director Beach, Finance Director Kalka, and Human Resources Director Urban. Councilmember Burke was absent.

1. Virtual Gate Project

Matters related to the City's virtual gate project (camera system). *Recommended Action: Discuss and take any desired action.* **Mr. Ken Walker, Police Chief and Mr. Gary McFarland, IT Director**

Recess Special Meeting and Convene Executive Session in Council Conference Room

At 6:16 p.m., Councilmember Higley moved to recess the special meeting and convene into Executive Session in accordance with Section 551.076 (Deliberation regarding security devices) of Chapter 551 of the Texas Government Code. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Higley, Turner
Noes: None
Absent: Burke

2. Close Executive Session and Reconvene Special Meeting in Council Chambers

Take any desired action.

At 6:33 p.m. Councilmember Higley moved to close the Execution Session and reconvene the Special Meeting. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Higley, Turner
Noes: None
Absent: Burke

3. Adjourn Special Meeting

At approximately 6:33 p.m., Councilmember Higley moved to adjourn the special meeting. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Higley, Turner
Noes: None
Absent: Burke

REGULAR MEETING (6:30 p.m.)

Mayor Sample called the Regular Meeting to order at approximately 6:34 p.m.

Pledge of Allegiance: Mayor Pro Tem Franklin led the Pledge.

Notice of Meeting: City Secretary Gilliam confirmed that the notice of the meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

Regular Meeting Agenda items were as follows:

4. Mayor's Statement

Matters related to the powers of the Mayor and City Council. *Recommended Action: Discuss and take any desired action.* **Susan Sample, Mayor**

Mayor Sample made a statement regarding the role of City Council as it relates to the handling of matters involving Councilmember Kellye Burke.

5. Public Comments

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items.

The following spoke during Public Comments:

- Ranae Scheibner, 3702 Arnold, spoke in support of Councilmember Kellye Burke.
- Anne Furse, 6430 Wakeforest, spoke in support of Councilmember Kellye Burke.
- Chris Downey, attorney for Councilmember Kellye Burke, read a statement from Councilmember Burke.
- Therese Tusa, 1311 Antonine #268, Houston, Texas, spoke against Councilmember Kellye Burke and request that she resign from Council.
- Courtney Bucy, 4022 Ruskin, spoke against Councilmember Kellye Burke and suggested that she step down from Council.
- Alida Drewes, 6112 Fordham, commented on various issues, including her opposition against Councilmember Burke.

6. Discussion with Zoning and Planning Commission

Matters related to providing direction to the Zoning and Planning Commission on townhomes and fence-like hedges. *Recommended Action: Discuss and take any desired action.* **Mayor Susan Sample**

Council provided staff with direction for the Zoning and Planning Commission. No further action taken.

7. Charter Review Committee

Matters related to discussing the Charter Review Committee and possibly appointing members.
Recommended Action: Discuss and take any desired action. Mr. M. Chris Peifer, City Manager

No action taken. To be discussed further at the next City Council meeting.

8. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Minutes of March 26, 2018. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary*

Councilmember Turner removed the Minutes for discussion. She stated that the word "Award" was stated twice on Agenda Item 5 and should be deleted.

Councilmember Higley moved to approve the Minutes as amended by Councilmember Turner. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Higley, Turner
Noes: None
Absent: Burke

9. Adjourn

With no other matters before Council, Councilmember Higley moved to adjourn the meeting at approximately 7:15 p.m. Mayor Pro Tem Franklin seconded the motion. **MOTION PASSED.**

Ayes: Sample, Franklin, Higley, Turner
Noes: None
Absent: Burke

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approval Date

City of West University Place

Proclamation

Safe Digging Month April 2018

WHEREAS, each year, the nation's underground utility infrastructure is jeopardized by unintentional damage by those who fail to call 811 to have underground lines located prior to digging. Undesired consequences such as service interruption, damage to the environment and personal injury and even death are the potential results; and

WHEREAS, the Common Ground Alliance and its 1700 members promote the national Call-Before-You-Dig number, 811, in an effort to reduce these damages. Designated by the FCC in 2005, 811 provides potential excavators and homeowners a simple number to reach their local One Call Center to request utility line locations at the intended dig site; and

WHEREAS, through education of safe digging practices, excavators and homeowners can save time and money keeping our nation safe and connected by making a simple call to 811 in advance of any digging project; waiting the required amount of time; respecting the marked lines by maintaining visual definition throughout the course of the excavation; and finally, digging with care around the marks; and

WHEREAS, all parties agree that safe digging is a shared responsibility. To know what's below, call 811 before you dig.

THEREFORE, I, Susan Sample, Mayor of the City of the City of West University Place hereby proclaim the month of April, 2018, as,

National Safe Digging Month

And encourage excavators and homeowners throughout the country to always call 811 before digging. Safe digging is no accident.

In Witness Whereof, I have hereunto set my hand and caused the Official Seal of the City of West University Place to be affixed this 23rd day of April, 2018.

Mayor Susan Sample

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	April 23, 2018	AGENDA ITEM:	8C
DATE SUBMITTED:	April 9, 2018	DEPARTMENT:	Finance
PREPARED BY:	Claire Bogard, Interim Treasurer	PRESENTER:	Marie Kalka, Finance Director
SUBJECT:	Consideration and Acceptance of the City of West University Place's March 2018 Quarterly Investment Report		
ATTACHMENTS:	March 2018 Quarterly Investment Report		
EXPENDITURE REQUIRED:	N/A		
AMOUNT BUDGETED:	N/A		
ACCOUNT NO.:	N/A		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

The City of West University Place, Texas in accordance with the Texas Government Code, Section 2256 (known as the Public Funds Investment Act or PFIA) requires that the City Council and City Manager receive quarterly investment reports. The purpose of this report is to provide a means for Council members, and staff to regularly review and monitor the City's investment position, and to demonstrate compliance with the City's Investment Policy and PFIA.

For the quarter ended March 31, 2018 the City's portfolio is in compliance with the Public Funds Investment Act and the City's Investment Policy.

Highlights of the report are as follows:

- The City's total portfolio at March 31, 2018, is \$27.0 million, up \$839,296 from the quarter ending December 2017. Receipts of property, sales and franchise taxes as well as charges for services were offset by the City's February 1st debt service payment of \$8.3 million.
- The investment in TexPool decreased from \$13.7 million to \$12.5 million while investments in securities increased from \$11.0 million to \$14.0 million as the City purchased securities with higher interest rates.
- The City's weighted average yield to maturity at March 2018 is 1.451%, up from the December yield of 1.102%, but below the benchmarks of the 3 Month Treasury Bill of 1.73%, the 6 Month Treasury Bill of 1.92%, and the 2 Year Treasury Note of 2.28%.

The City's weighted average maturity is 160 days or about 5.3 months. TexPool's rate of interest has increased from 1.1764% for December 2017 to 1.6444% in March 2018, mainly

due to the increases in the fed funds rate in December and March. Economists are looking for a total of three rate hikes in 2018.

The City purchased \$5.0 million in securities for the quarter ranging in yields from 1.688% to 2.375%. However, with another increase in the feds fund rate in March the City's average yield to maturity will continue to be under the benchmarks as there are \$9 million in securities at lower interest rates, with an average yield of 1.16%. As these securities mature, they can be reinvested with at higher interest rate.

RECOMMENDATION

City Council consideration and acceptance of the City's March 2018 Quarterly Investment Report.



City of
**West University
Place**

QUARTERLY INVESTMENT REPORT

MARCH 31, 2018

Presented April 23, 2018

ECONOMIC SUMMARY - March 2018:

- The Federal Reserve on Wednesday, March 21, raised the overnight funds target by 25 basis points from 1.5% to 1.75%. Economists are looking for a total of 3 rate hikes in 2018 followed by 2 -3 next year. The City has already seen the effects of the increase, with TexPools interest rate increasing from 1.3978% prior to the rate hike to 1.6444% as of March 31, 2018.
- Metro Houston created 62,900 jobs in 2017 according to the benchmark revision released in early March by the Texas Workforce Commission. That's up from 46,000 jobs in TWC's original estimate. The unemployment rate for the Houston MSA for January 2018 was 4.8% compared to 4% for the State and 4.1% nationwide.
- Consumer Price Index for the Houston MSA core based statistical area rose 1.4% in January and February and increased 2.6% over last year, for all items. This was the fastest annual rate increase since October 2014. Excluding energy (motor fuels and electricity) CPI is up 1.7%.

PORTFOLIO TRANSACTIONS : For the Quarter Ended March 2018

- Total Book Value of the City's portfolio increased by \$839,296, from \$26.2 million to \$27.0 million for the quarter, as receipts for property, sales and franchise taxes as well as charges for services were offset by the City's February 1 debt service payment of \$8.3 million.
- Investments in TexPool decreased by \$1,195,395 for the quarter, from \$13.7 million to \$12.5 million as the City purchased and reinvested in securities totaling \$5.0 million. Investments in securities increased from \$10.9 million to \$13.9 million, as a result, along with the increase in the fed's fund rate, the City's average yield to maturity increased from 1.102% in December to 1.451% by March. Yield to maturity should increase in April for the full effects of the fed funds rate increase that occurred towards the end of March.
- The full listing of transactions for the quarter can be found in the report.

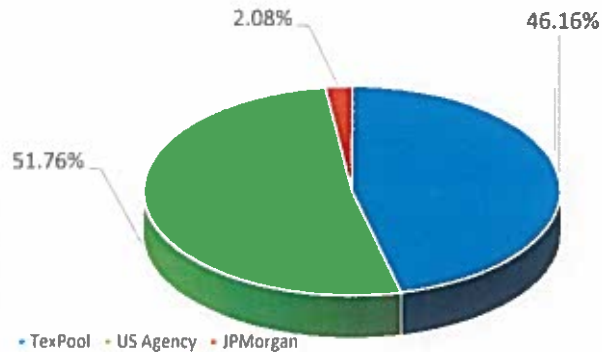
CITY OF WEST UNIVERSITY PLACE

Monthly Investment Report

Period Ending: March 31, 2018



Security Sector as of March 31



		January 1, 2018 Beginning Balance	March 31, 2018 Ending Balance
CASH AND INVESTMENT POOLS			
JPMorgan Chase Bank *	Market Value	1,521,482.61	561,955.75
TexPool	Market Value	13,682,239.53	12,486,844.99
AGENCY SECURITIES			
	Book Value	10,989,023.34	13,983,240.73
	Market Value	10,928,338.00	13,908,680.00
	Par Value	11,000,000.00	14,000,000.00
TOTAL PORTFOLIO			
	Book Value	26,192,745.48	27,032,041.47
	Market Value	26,132,060.14	26,957,480.74
	Par Value	26,203,722.14	27,048,800.74
Weighted Average Call/Maturity (in Days) **			160
Weighted Average Maturity (in Days) **			160
Weighted Average Yield to Maturity **			1.4510%
Investment Income / Current Year to Date **			103,231.27
Month End Interest / Dividends Received **			33,861.27
COMPARATIVE YIELDS			

Treasury Bill / 3 Month	1.7300%
Treasury Bill / 6 Month	1.9200%
Treasury Note / 2 Year	2.2800%

* Bank Statement Balance

** Calculation excludes Cash in Bank Balance

This report is presented in accordance with the Texas Government Code Title 10 / Section 2256.023.

The below signed hereby certify that, to the best of their knowledge on the date this report was generated, the City of West University Place is in compliance with the provisions of Government Code 2256 and with the stated policies and strategies of the City of West University Place.

Marie Kalka

Marie Kalka
Finance Director

Claire Bogard

Claire Bogard
Interim Treasurer

City of West University Place
Portfolio Holdings
01 Monthly Investment Report - Part B
Report Format: By Transaction
Group By: Security Sector
Average By: Face Amount / Shares
Portfolio / Report Group: All Portfolios
As of 3/31/2018

Description	CUSIP/Ticker	Settlement Date	Face Amount/Shares	Gost Value	Market Value	Book Value	YTM @ Gost	Maturity Date	Days To Maturity	Accrued Interest
Cash										
JPMorgan Chase Cash	CASH8159	12/31/2015	561,955.75	561,955.75	561,955.75	561,955.75	0.000	N/A	1	
Sub Total / Average			561,955.75	561,955.75	561,955.75	561,955.75	0.000		1	0.00
Local Government Investment Pool										
LGIP LGIP	TEXPOOL	09/30/2008	12,486,844.99	12,486,844.99	12,486,844.99	12,486,844.99	1.516	N/A	1	
Sub Total / Average			12,486,844.99	12,486,844.99	12,486,844.99	12,486,844.99	1.516		1	0.00
US Agency										
FFCB 1.17 5/17/2019-16	3133EGAV7	05/17/2016	1,000,000.00	1,000,000.00	988,130.00	1,000,000.00	1.170	05/17/2019	412	4,355.00
FFCB 1.19 4/25/2019-17	3133EF4C8	04/25/2016	1,000,000.00	1,000,000.00	989,770.00	1,000,000.00	1.190	04/25/2019	390	5,156.67
FFCB 1.375 12/21/2018-16	3133EFSW8	12/21/2015	1,000,000.00	1,000,000.00	994,820.00	1,000,000.00	1.375	12/21/2018	265	3,819.44
FFCB 2.375 3/27/2020	3133EJHL62	03/27/2018	1,000,000.00	1,000,000.00	999,900.00	1,000,000.00	2.375	03/27/2020	727	263.89
FHLB 1.03 7/12/2019-17	3130A8P72	07/12/2016	1,000,000.00	1,000,000.00	985,250.00	1,000,000.00	1.030	07/12/2019	468	2,260.28
FHLB 1.25 7/19/2018	3130ABTZ9	07/25/2017	2,000,000.00	2,000,000.00	1,996,200.00	2,000,000.00	1.250	07/19/2018	110	5,000.00
FHLMC 1 8/28/2018-17	3134GABJ2	02/06/2018	1,000,000.00	996,132.78	996,400.00	997,185.74	1.688	08/28/2018	150	833.33
FHLMC 1.05 12/28/2018-17	3134G8WU9	04/28/2016	1,000,000.00	1,000,000.00	992,370.00	1,000,000.00	1.050	12/28/2018	272	4,462.50
FHLMC 1.05 5/25/2018-16	3134G9LS4	05/25/2016	1,000,000.00	1,000,000.00	998,350.00	1,000,000.00	1.050	05/25/2018	55	3,675.00
FNMA 1.13 7/26/2019-17	3136G3F42	07/26/2016	1,000,000.00	1,000,000.00	985,810.00	1,000,000.00	1.130	07/26/2019	482	2,040.28
FNMA 1.375 1/28/2019	3135G0H63	02/06/2018	2,000,000.00	1,989,200.00	1,987,780.00	1,990,887.50	1.935	01/28/2019	303	4,812.50
Sub Total / Average			13,000,000.00	12,985,332.78	12,914,780.00	12,988,073.24	1.418		311	36,678.89
US Treasury										
T-Note 1.25 12/31/2018	912828U99	02/06/2018	1,000,000.00	994,236.13	993,900.00	995,167.49	1.900	12/31/2018	275	3,107.73
Sub Total / Average			1,000,000.00	994,236.13	993,900.00	995,167.49	1.900		275	3,107.73
Total / Average			27,048,800.74	27,028,369.65	26,957,480.74	27,032,041.47	1.451		160	39,786.62

City of West University Place
Date To Date
MONTHLY Investment Report - Summary Page
Report Format: By Transaction
Group By: Security Sector
Portfolio / Report Group: All Portfolios
Begin Date: 12/31/2017, End Date: 3/31/2018

Description	CUSIP/Ticker	Settlement Date	Maturity Date	Beginning MV	Ending MV	Beginning BV	Ending BV	Beginning Face Amount/Shares	Ending Face Amount/Shares	Ending Days To Call/Maturity	Ending Days To Maturity	Ending YTM @ Cost	Interest Earned During Period- BV	Ending Market Accrued Interest
Cash														
JPMorgan Chase Cash	CASH8159	12/31/2015	N/A	1,521,482.61	561,955.75	1,521,482.61	561,955.75	1,521,482.61	561,955.75	1	1	0.000	0.00	N/A
Sub Total/Average Cash				1,521,482.61	561,955.75	1,521,482.61	561,955.75	1,521,482.61	561,955.75	1	1	0.000	0.00	0.00
Local Government Investment Pool														
LGIP LGIP	TEXPOOL	09/30/2008	N/A	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	1	1	1.516	54,605.46	N/A
Sub Total/Average Local Government Investment P				13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	1	1	1.516	54,605.46	0.89
US Agency														
FFCB 1.17 5/17/2019-16	3133EGAV7	05/17/2016	05/17/2019	989,630.00	988,130.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	412	412	1.170	2,925.00	4,355.00
FFCB 1.19 4/25/2019-17	3133EF4C8	04/25/2016	04/25/2019	991,090.00	989,770.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	390	390	1.190	2,975.00	5,156.67
FFCB 1.375 12/21/2018-16	3133EFSW8	12/21/2015	12/21/2018	994,760.00	994,820.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	265	265	1.375	3,437.50	3,819.44
FFCB 2.375 3/27/2020	3133EJHL62	03/27/2018	03/27/2020	0.00	999,900.00	0.00	1,000,000.00	0.00	1,000,000.00	727	727	2.375	263.89	263.89
FHLB 0 1/19/2018	313385RZ1	07/25/2017	01/19/2018	1,998,518.00	0.00	1,999,023.34	0.00	2,000,000.00	0.00				10,976.66	0.00
FHLB 1.03 7/12/2019-17	3130A8P72	07/12/2016	07/12/2019	985,590.00	985,250.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	468	468	1.030	2,575.00	2,260.28
FHLB 1.25 7/19/2018	3130ABT29	07/25/2017	07/19/2018	1,994,400.00	1,996,200.00	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	110	110	1.250	6,250.00	5,000.00
FHLMC 1 8/28/2018-17	3134GABJ2	02/06/2018	08/28/2018	0.00	996,400.00	0.00	997,185.74	0.00	1,000,000.00	150	150	1.688	2,497.40	833.33
FHLMC 1.05 12/28/2018-17	3134G8WU9	04/28/2016	12/28/2018	992,690.00	992,370.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	272	272	1.050	2,625.00	4,462.50
FHLMC 1.05 5/25/2018-16	3134G9LS4	05/25/2016	05/25/2018	998,120.00	998,350.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	55	55	1.050	2,625.00	3,675.00
FNMA 1.13 7/26/2019-17	3136G3F42	07/26/2016	07/26/2019	983,540.00	985,810.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00	482	482	1.130	2,825.00	2,040.28
FNMA 1.375 1/28/2019	3135G0H63	02/06/2018	01/28/2019	0.00	1,987,780.00	0.00	1,990,887.50	0.00	2,000,000.00	303	303	1.935	5,888.89	4,812.50
Sub Total/Average US Agency				10,928,338.00	12,914,780.00	10,989,023.34	12,988,073.24	11,000,000.00	13,000,000.00	311	311	1.417	45,864.34	36,678.89
US Treasury														
T-Note 1.25 12/31/2018	912828U99	02/06/2018	12/31/2018	0.00	993,900.00	0.00	995,167.49	0.00	1,000,000.00	275	275	1.900	2,761.47	3,107.73
Sub Total/Average US Treasury				0.00	993,900.00	0.00	995,167.49	0.00	1,000,000.00	275	275	1.900	2,761.47	3,107.73
Total / Average				26,132,060.14	26,957,480.74	26,192,745.48	27,032,041.47	26,203,722.14	27,048,800.74	160	160	1.451	103,231.27	39,786.62

City of West University Place

Date To Date

01 Monthly Investment Report - Part A

Report Format: By Transaction

Group By: Security Sector

Portfolio / Report Group: All Portfolios

Begin Date: 12/31/2017, End Date: 3/31/2018

Description	GUSJP/Ticker	Beginning Face Amount/Shares	Ending Face Amount/Shares	Beginning MV	Ending MV	Beginning BV	Ending BV	Beginning YTM @ Cost	Ending YTM @ Cost	Ending Market Accrued Interest	Interest/Divid ends	Interest Earned During Period-BV
Cash												
JPMorgan Chase Cash	CASH8159	1,521,482.61	561,955.75	1,521,482.61	561,955.75	1,521,482.61	561,955.75	0.000	0.000	N/A	0.00	0.00
Sub Total/Average Cash		1,521,482.61	561,955.75	1,521,482.61	561,955.75	1,521,482.61	561,955.75	0.000	0.000	0.00	0.00	0.00
Local Government Investment Pool												
LGIP LGIP	TEXPOOL	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	1.176	1.516	N/A	54,605.46	54,605.46
Sub Total/Average Local Government Investment Pool		13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	13,682,239.53	12,486,844.99	1.176	1.516	0.00	54,605.46	54,605.46
US Agency												
FFCB 1.17 5/17/2019-16	3133EGAV7	1,000,000.00	1,000,000.00	989,630.00	988,130.00	1,000,000.00	1,000,000.00	1.170	1.170	4,355.00	0.00	2,925.00
FFCB 1.19 4/25/2019-17	3133EF4C8	1,000,000.00	1,000,000.00	991,090.00	989,770.00	1,000,000.00	1,000,000.00	1.190	1.190	5,156.67	0.00	2,975.00
FFCB 1.375 12/21/2018-16	3133EFSW8	1,000,000.00	1,000,000.00	994,760.00	994,820.00	1,000,000.00	1,000,000.00	1.375	1.375	3,819.44	0.00	3,437.50
FFCB 2.375 3/27/2020	3133EJHL62	0.00	1,000,000.00	0.00	999,900.00	0.00	1,000,000.00		2.375	263.89	0.00	263.89
FHLB 0 1/19/2018	313385RZ1	2,000,000.00	0.00	1,998,516.00	0.00	1,989,023.34	0.00	1.141		0.00	0.00	10,976.66
FHLB 1.03 7/12/2019-17	3130A8P72	1,000,000.00	1,000,000.00	985,590.00	985,250.00	1,000,000.00	1,000,000.00	1.030	1.030	2,260.28	5,150.00	2,575.00
FHLB 1.25 7/19/2018	3130ABT29	2,000,000.00	2,000,000.00	1,994,400.00	1,996,200.00	2,000,000.00	2,000,000.00	1.250	1.250	5,000.00	12,638.89	6,250.00
FHLMC 1 8/28/2018-17	3134GABJ2	0.00	1,000,000.00	0.00	996,400.00	0.00	997,185.74		1.688	833.33	5,000.00	2,497.40
FHLMC 1.05 12/28/2018-17	3134G8WU9	1,000,000.00	1,000,000.00	992,690.00	992,370.00	1,000,000.00	1,000,000.00	1.050	1.050	4,462.50	0.00	2,625.00
FHLMC 1.05 5/25/2018-16	3134G9LS4	1,000,000.00	1,000,000.00	998,120.00	998,350.00	1,000,000.00	1,000,000.00	1.050	1.050	3,675.00	0.00	2,625.00
FNMA 1.13 7/26/2019-17	3136G3F42	1,000,000.00	1,000,000.00	983,540.00	985,810.00	1,000,000.00	1,000,000.00	1.130	1.130	2,040.28	5,650.00	2,825.00
FNMA 1.375 1/28/2019	3135G0H63	0.00	2,000,000.00	0.00	1,987,780.00	0.00	1,990,887.50		1.935	4,812.50	0.00	5,888.89
Sub Total/Average US Agency		11,000,000.00	13,000,000.00	10,928,338.00	12,914,780.00	10,989,023.34	12,988,073.24	1.162	1.417	36,678.89	28,438.89	45,864.34
US Treasury												
T-Note 1.25 12/31/2018	912828U99	0.00	1,000,000.00	0.00	993,900.00	0.00	995,167.49		1.900	3,107.73	0.00	2,761.47
Sub Total/Average US Treasury		0.00	1,000,000.00	0.00	993,900.00	0.00	995,167.49		1.900	3,107.73	0.00	2,761.47
Total / Average		26,203,722.14	27,048,800.74	26,132,060.14	26,957,480.74	26,192,745.48	27,032,041.47	1.102	1.451	39,786.62	83,044.35	103,231.27

City of West University Place
Transactions Summary
MONTHLY Transaction Summary - by Action
Group By: Action
Portfolio / Report Group: All Portfolios
Begin Date: 12/31/2017, End Date: 03/31/2018

Description	CUSIP/Ticker	Coupon Rate	Security Sector	Security Type	Maturity Date	Settlement Date	Trade Date	Face Amount/Shares	Principal	Interest/Dividends	Total	Price	YTM @ Cost
Buy													
FFCB 2.375 3/27/2020	3133EJHL62	2.375	US Agency	FFCB Bond	03/27/2020	03/27/2018	03/20/2018	1,000,000.00	1,000,000.00	0.00	1,000,000.00	100	2.375
FHLMC 1 8/28/2018-17	3134GABJ2	1.000	US Agency	FHLMC Bond	08/28/2018	02/06/2018	02/05/2018	1,000,000.00	996,132.78	4,388.89	1,000,521.67	99.613278	1.688
FNMA 1.375 1/28/2019	3135G0H63	1.375	US Agency	FNMA Bond	01/28/2019	02/06/2018	02/05/2018	2,000,000.00	1,989,200.00	611.11	1,989,811.11	99.46	1.935
T-Note 1.25 12/31/2018	912828U99	1.250	US Treasury	Treasury Note	12/31/2018	02/06/2018	02/05/2018	1,000,000.00	994,236.13	1,277.62	995,513.75	99.423613	1.900
Sub Total / Average								5,000,000.00	4,979,568.91	6,277.62	4,985,846.53		
Deposit													
JPMorgan Chase Cash	CASH8159	N/A	Cash	Cash	N/A	02/28/2018	02/28/2018	226,633.09	226,633.09	0.00	226,633.09	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	03/29/2018	03/29/2018	17,363.31	17,363.31	0.00	17,363.31	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/28/2018	02/28/2018	14,597.38	14,597.38	0.00	14,597.38	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/21/2018	02/21/2018	500,000.00	500,000.00	0.00	500,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/12/2018	02/12/2018	700,000.00	700,000.00	0.00	700,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/31/2018	01/31/2018	22,644.77	22,644.77	0.00	22,644.77	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/22/2018	01/22/2018	1,850,000.00	1,850,000.00	0.00	1,850,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/19/2018	01/19/2018	1,200,000.00	1,200,000.00	0.00	1,200,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/10/2018	01/10/2018	500,000.00	500,000.00	0.00	500,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/09/2018	01/09/2018	1,000,000.00	1,000,000.00	0.00	1,000,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/08/2018	01/08/2018	1,400,000.00	1,400,000.00	0.00	1,400,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/04/2018	01/04/2018	2,500,000.00	2,500,000.00	0.00	2,500,000.00	100	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/02/2018	01/02/2018	1,800,000.00	1,800,000.00	0.00	1,800,000.00	100	0.000
Sub Total / Average								11,731,238.55	11,731,238.55	0.00	11,731,238.55		
Interest													
FHLB 1.03 7/12/2019-17	3130A8P72	1.030	US Agency	FHLB Bond	07/12/2019	01/12/2018	01/12/2018	0.00	0.00	5,150.00	5,150.00		0.000
FHLB 1.25 7/19/2018	3130ABT29	1.250	US Agency	FHLB Bond	07/19/2018	01/19/2018	01/19/2018	0.00	0.00	12,638.89	12,638.89		0.000
FHLMC 1 8/28/2018-17	3134GABJ2	1.000	US Agency	FHLMC Bond	08/28/2018	02/28/2018	02/28/2018	0.00	0.00	5,000.00	5,000.00		0.000
FNMA 1.13 7/26/2019-17	3136G3F42	1.130	US Agency	FNMA Bond	07/26/2019	01/26/2018	01/26/2018	0.00	0.00	5,650.00	5,650.00		0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	03/29/2018	03/29/2018	0.00	0.00	17,363.31	17,363.31		0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/28/2018	02/28/2018	0.00	0.00	14,597.38	14,597.38		0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/31/2018	01/31/2018	0.00	0.00	22,644.77	22,644.77		0.000
Sub Total / Average								0.00	0.00	83,044.35	83,044.35		
Matured													
FHLB 0 1/19/2018	313385RZ1	0.000	US Agency	FHLB Bond	01/19/2018	01/19/2018	01/19/2018	2,000,000.00	2,000,000.00	0.00	2,000,000.00	0	0.000
Sub Total / Average								2,000,000.00	2,000,000.00	0.00	2,000,000.00		
Withdraw													
JPMorgan Chase Cash	CASH8159	N/A	Cash	Cash	N/A	03/30/2018	03/30/2018	45,657.67	45,657.67	0.00	45,657.67	0	0.000
JPMorgan Chase Cash	CASH8159	N/A	Cash	Cash	N/A	01/31/2018	01/31/2018	1,140,502.28	1,140,502.28	0.00	1,140,502.28	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	03/26/2018	03/26/2018	1,000,000.00	1,000,000.00	0.00	1,000,000.00	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	03/22/2018	03/22/2018	250,000.00	250,000.00	0.00	250,000.00	0	0.000

LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	03/15/2018	03/15/2018	150,000.00	150,000.00	0.00	150,000.00	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/28/2018	02/28/2018	500,000.00	500,000.00	0.00	500,000.00	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/05/2018	02/05/2018	3,200,000.00	3,200,000.00	0.00	3,200,000.00	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	02/01/2018	02/01/2018	500,000.00	500,000.00	0.00	500,000.00	0	0.000
LGIP LGIP	TEXPOOL	N/A	Local Government Investment Pool	Local Government Investment Pool	N/A	01/30/2018	01/30/2018	7,100,000.00	7,100,000.00	0.00	7,100,000.00	0	0.000
Sub Total / Average								13,886,159.95	13,886,159.95	0.00	13,886,159.95		

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	April 23, 2018	AGENDA ITEM:	8D
DATE SUBMITTED:	April 18, 2018	DEPARTMENT:	Information Technology
PREPARED BY:	Tim Dang, IT Manager	PRESENTER:	G.S. McFarland, IT Director
SUBJECT:	Harris Computer Systems Annual Software Maintenance and Support		
ATTACHMENTS:	None		
EXPENDITURE REQUIRED:	None		
AMOUNT BUDGETED:	\$54,161.16		
ACCOUNT NO.:	502-8010-73101		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

Since 2008, the City has had in place a contract with Harris ERP for software maintenance and support on our Financial and Community Development software applications. Branded as “Innoprise”, this includes:

- Financial Suite (Accounting, Budgeting, Accounts Receivable, General Ledger, Purchasing/Inventory)
- Customer Information System (Utilities Billing)
- Community Development Suite (Occupational Licenses, Building Permits, Planning & Zoning, Citizen Access)
- Centralized Cash Receipts and Credit Card Payment Gateway

An annual maintenance and support agreement is essential in order to maintain application programming alignment with changing local, state and federal laws and ensure reliable operation.

This is considered a one (sole) source purchase under the Local Government Code Sec. 252.022.(a)(7)(A) – copyrighted. There are sufficient fund in the Information Technology Hardware & Software Maintenance Contracts account # 502-8010-73101.

RECOMMENDATION

Staff recommends authorizing the City Manager to make payment on the Harris ERP invoice in the amount of \$54,161.16.